

CITY PAYROLL ASSISTANT-SENIOR

Recruitment #1507-0338DC-001

List Type Transfer/Promotional

Requesting Department COMPTROLLER

Open Date 8/27/2015 4:45:00 PM

Filing Deadline 9/25/2015 11:59:00 PM

HR Analyst Marti Cargile

INTRODUCTION

** THIS VACANCY IS OPEN ONLY TO CURRENT CITY OF MILWAUKEE EMPLOYEES *
SEE "NOTE" UNDER SELECTION PROCESS, BELOW.*

PURPOSE

Under the direction of the Payroll Manager, the City Payroll Assistant-Senior edits, processes, and pre-audits all data required for the proper operation of the City's Human Resources Management System (HRMS) (Oracle's PeopleSoft) to ensure the timely and accurate processing of payroll payments to approximately 7,500 employees. The City Payroll Assistant-Senior answers questions and resolves problems related to employee pay, deductions, leave balances, and other issues related to payroll. The Payroll staff in the Office of the Comptroller, including the person in this position, are the final authority ensuring compliance with the provisions of effective labor agreements and ordinances covering non-represented personnel and management. The City Payroll Assistant-Senior provides guidance to 80+ payroll personnel, including payroll clerks and their backups, in all City departments, large and small.

ESSENTIAL FUNCTIONS

- Edits and audits all time records, including retroactive and special payments, for City payroll to ensure that employees' pay is properly computed in accordance with City of Milwaukee ordinances and effective union agreements.
- Instructs and advises department or bureau payroll clerks regarding proper methods for processing employee payments through HRMS and adjusting and correcting leave balances.
- Reviews and verifies payroll deduction authorizations and updates related employee records using the PeopleSoft system.
- Creates, runs, and maintains queries in HRMS to be used to analyze and resolve biweekly payroll problems.
- Audits and approves all adjustment cards (*500-1000 per pay period*) in Citytime-Adjustments and reviews aggregate adjustment reports.
- Functions as departmental payroll clerk. Adds to and updates Comptroller employees' job and personal data in HRMS. Prepares and processes personnel reports and requisitions, sick leave usage reports, the sick leave control activity report, personnel certifications, and others.
- Pre-audits and inputs biweekly commuting mileage forms submitted from various departments to HRMS and spreadsheet.
- Prepares terminal leave control list to ensure eligibility for payment and to cancel appropriate deductions. Audits jury duty and military leave to ensure eligibility and proper payback. Maintains summary records for various payroll-related spreadsheets.
- Assists in preparing and updating instructions, manuals, schedules, and other information needed to inform employees, payroll clerks, or others in the processing of the City's Payroll.

City Payroll Assistant-Senior (Comptroller's Office)

- Maintains file control records as they relate to accumulated earnings, taxes, other pay deductions, hours worked, or other information related to each City employee.
- Maintains and files (*or prepares for record retention*) all payroll records, documents, and reports as directed.
- Computes amounts due to pension funds based on current payrolls for preparation of payment vouchers, and maintains related reports and records.
- Examines payroll checks for print quality and proper data before delivery to Treasurer's Office. Inventories log of payroll checks usage.
- Prepares reconciliation letters for distribution (*i.e., external agencies*).
- Sorts and distributes payroll reports.
- Inputs adjustments to garnishment, deductions, and year-to-date employee earnings balances.
- Audits payments made to donor recipients, verifies biweekly rates in HRMS, and updates Statement of Intent spreadsheet.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Due to the time-sensitive nature of the processing of the City's payroll, the City Payroll Assistant-Senior must be willing and able to work beyond standard business hours on occasion, including weekends and holidays.

MINIMUM REQUIREMENTS

1. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held at time of appointment.
2. Four years of progressively responsible experience working with automated payroll systems performing duties related to this position, including one year of experience at the level of a Personnel Payroll Assistant III, City Payroll Assistant, or Accounting Program Assistant II or above.
 - *Equivalent combinations of education and experience may be considered. For example, an Associate Degree in accounting may be substituted for up to two years of the experience; however, it may not be substituted for the one year of experience at Pay Range 6KN or above.*
 - **NOTE:** *If you are seeking a substitution, college transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. The transcript must be legible and include your name, the school name, classes with credits received, degree awarded, and date awarded (if applicable).*

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of enterprise automated payroll systems and familiarity with payroll data.
- Knowledge of mathematics and accounting; ability to make accurate calculations.
- Proficiency using standard computer applications, particularly spreadsheet, word processing, and database.

City Payroll Assistant-Senior (Comptroller's Office)

- Keyboarding skills sufficient to access, enter, and correct pay, deduction, and time and attendance data (30-50 wpm).
- Ability to read, interpret and apply information in work-related documents.
- Analytical and problem-solving skills.
- Attention to detail.
- Oral and written communications skills.
- Interpersonal and customer service skills; ability to capably assist employees, payroll clerks, and City managers with payroll inquiries or problems.
- Ability to plan and organize work in order to meet strict deadlines.
- Ability to adhere to accepted payroll guidelines, be trustworthy, and maintain the confidentiality of privileged information.

CURRENT SALARY

The current starting salary (**PG 5GN**) for City of Milwaukee residents is **\$41,610.14** annually, and the non-resident starting salary is \$40,589.12.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Office of the Comptroller reserve the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

INITIAL FILING DATE: The examination will be held as soon as practical after **September 25, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met.

- ***NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in Milwaukee Fire Department and Milwaukee Police Department hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer/promotional opportunities.***

Additional Information

- ***NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.***